September 2006

To: Iowa Motor Fuel Licensees

Re: eFile & Pay

We are ready to start receiving Motor Fuel files for Schedule Upload. Filing begins with the August 2006 monthly return, due September 30, 2006.   The following pages include the BEN letter, questions & answers, along with a few tips on filing.

If you are filing <u>less</u> than 100,000 gallons of fuel a month you can enter the eFile & Pay system from our Website to file your fuel tax due. Schedules are not being required at this time. If you rather file using schedule upload or EDI, please call to let us know.

If you are filing 100,000 gallons or more of fuel a month, you have a choice of filing using the Schedule Upload process or by using the EDI process. The EDI process will start at a later date. If you have received this letter for Schedule Upload filing, but are planning to file by EDI, please contact Scott Fitzgerald 515-242-6033 with any questions you may have.

The Iowa Motor Fuel EDI Implementation Guide is available on the department's Website at: http://www.state.ia.us/tax/educate/IAMotorFuelEDIImplementationGuide.pdf.

Should you have any questions, please contact Julie or Scott.

Sincerely,

Julie Stokke

Julie Stokke, Examiner
Examination Section
Compliance Division
(515) 281-6447
Fax (515) 281-3756
Julie.Stokke@iowa.gov

Subscribe to eLists to receive the latest updates on reporting motor fuel taxes
on eFile & Pay: http://elists.idrf.state.ia.us/scripts/wa.exe

Iowa Department of Revenue

Director: Mark R. Schuling
Hoover State Office Building
Des Moines, Iowa 50319
www.state.ia.us/tax

September 2006

Your Business eFile & Pay Number (BEN) is:

BEN NUMBER

Your Iowa Motor Fuel Tax License/Permit Number is:

LICENSE/PERMIT NUMBER(S)

**eFile & Pay Iowa Motor Fuel taxes electronically
beginning in September 2006**

Please read the following information carefully and keep this letter for future reference. This information may be helpful, because if you access the system incorrectly three times, you will be locked out.

---

eFile & Pay: The new way to file and pay
The eFile & Pay system is a paperless method of filing your Iowa Motor Fuel schedules, returns and reports online through a safe, secure system.

The department is no longer providing paper forms; therefore, you need to file through eFile & Pay.

Payment Options (electronic payment required):
- **ePay** (direct debit from your account through this system – replaces the current ACH Debit system): Your bank may need the Iowa Department of Revenue's ePay Bank Filter (Company-ID) Number. It is 1421590141.
- **ACH Credit** (through your financial institution)
- **Credit Card** is not available for Motor Fuel Tax or LPG Fuel Tax.

Business eFile Number: Your access to eFile & Pay
Your unique Business eFile Number (BEN) is required to gain access to the eFile & Pay system. You will need it in addition to your Motor Fuel license/permit number.

Does someone else file your returns?
If you are not the individual responsible for filing and remitting Iowa tax, it is important that you share this information with the person who is.

Is your organization registered for other Iowa business taxes?
If so, you will need to contact the person in your organization who is currently filing withholding, sales, use tax or LPG fuel tax through eFile & Pay. That person will set you up as an additional user for Motor Fuel.
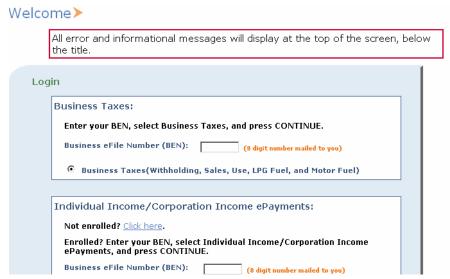

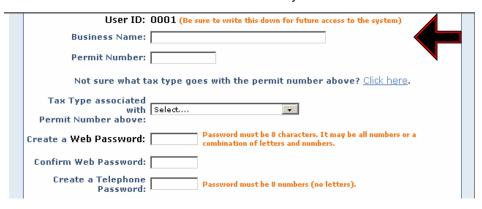## Access:
Iowa eFile & Pay Website
www.state.ia.us/tax

Before you access the **Business eFile & Pay** system from our Internet site, you will need the following:
1. Your **Business eFile Number** on the first page of this letter.
2. Your Iowa license/permit number on the first page of this letter.
3. To activate your Iowa license/permit number you will need to call eFile & Pay or Fuel Tax (telephone numbers listed below).
4. Receive the template and instructions from the Department.
5. Your text (*.txt) file you will be uploading.
6. To make a payment through eFile & Pay, you will need your bank account number and routing number.

To enter the system each time, you must first enter your 8-digit **Business eFile & Pay Number**. Below is the screen you will see. When you click CONTINUE the very first time you enter the system, you will be asked to fill out "Your Profile."

Welcome ▶

All error and informational messages will display at the top of the screen, below the title.

Login

Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN): [   ] (8 digit number mailed to you)

⊙ Business Taxes(Withholding, Sales, Use, LPG Fuel, and Motor Fuel)

Individual Income/Corporation Income ePayments:

Not enrolled? Click here.

Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN): [   ] (8 digit number mailed to you)

Complete "Your Profile" on your first visit. The system will automatically assign you a 4-digit number the first time you enter. If more than one person in your business will be using the system, the first person in your business to access the system will be given number 0001 and automatically becomes the administrator. The administrator determines who in your business is allowed to access the system and what user rights they have. This person will also reset other user's access if a lockout occurs. If the administrator's account (0001) is locked, he or she must contact the Iowa Department of Revenue to be reset. Additional users may be given access by the administrator. The mechanism the administrator must use to add other users can only be accessed on the Internet.

User ID: 0001 (Be sure to write this down for future access to the system)

Business Name: [   ]

Permit Number: [   ]

Not sure what tax type goes with the permit number above? Click here.

Tax Type associated with Permit Number above: [Select.... ▾]

Create a Web Password: [   ] Password must be 8 characters. It may be all numbers or a combination of letters and numbers.

Confirm Web Password: [   ]

Create a Telephone Password: [   ] Password must be 8 numbers (no letters).

NOTE: Since other tax types have an option to file by phone, the Profile screen requires a telephone password to be created. However, Motor Fuel returns can only be filed online.

Iowa eFile & Pay:	Fuel Tax:	Iowa Tax Law:
515/281-8453	515/281/6447	515/281-3114
1-866-50-efile	515/242/6033	1-800-367-3383
(1-866-503-3453)		

Questions & Answers

Who needs to file using Schedule Upload? Supplier, Restrictive Supplier, Importer, Blender, and Storage Facility/Terminal will be filing electronic.

Will I need to file the paper returns and schedules in addition to Schedule Upload? Yes. You will need to file the paper returns and schedules for three months. Please mail to the attention of Fuel Tax, Julie Stokke PO Box 10456, Des Moines, IA 50306, or email to IDRMotorFuel@iowa.gov with subject line "Fuel Tax (tax period) and permit number".

Does the Department have a file that we can use?   Yes. Send an email to idrmotor.fuel@iowa.gov. In the subject line type " Please send the excel schedule upload template". Include the company name, contact name, telephone number.

Do I need to file all schedules of receipts and disbursements? Yes. Schedule of receipts 3; 3A; 3B, Schedule of disbursements 5; 11B and 7 and 11A are used to calculate the tax return for Supplier, Restrictive Supplier, Importer, and Blender). Schedules of Receipts and Disbursements need to be filed to create the return.

Does a licensed Storage Facility / Terminal need to file using eFile & Pay? Yes. We need loads from all terminals in Iowa and out of state. If the fuel is moving into or out of Iowa, schedules are required. Schedule 15A, 15b, and 15C will give you a confirmation screen with all the gallons you have reported, by schedule code and product code.

How do we make our payment? You must pay electronically using either ePay (direct debit) or ACH Credit. For ACH Credit you must complete the application 092-116, unless already registered with the Department for ACH Credit.

Can I send a test file? Yes. You need to log on eFile & pay then select "Demo". Demo takes you through each screen, but it does not file your return or make the payment. A confirmation number is given with asterisks (***) as the "Demo".

What type of file can I send? Several types of files (*.txt, .*csv, fixed length, etc) may be sent. We have found the Text (tab delimited) (*.txt) file was the simplest to use. The excel schedule upload template, converted to a Text (tab delimited) (*.txt) is what the instructions were based on.

What fields are required and are there any instructions? Required fields shown below must be completed or it will result in an error. You will not be able to successfully submit your file unless all required fields are completed.

Field	Tips on Data Entry
Schedule Code	Schedule of Receipts and Schedule of Disbursements codes have been updated to match FTA guidelines. These may be found on the department's website or in the excel schedule upload template file.
Product Code	Required for all receipts and disbursements. These may be found on the department's website or in the excel schedule upload template file.
Carrier Name	Maximum length of 35 characters.
Carrier FEIN	If you do not know the carrier's FEIN, SSN or Canadian Business Number, you may use nine 9's.
Mode	Required for all movement of fuel. These may be found on the department's website or in the excel schedule upload template file. Departments Website: www.state.ia.us/tax
Origin Terminal IRS Code/License Number	The IRS Terminal code is required if pulled from an IRS Terminal. Any fuel pulled from an Ethanol or Soy Plant (non IRS Terminal); enter the Seller's / Purchaser's license number (Maximum length of 35 characters). Terminal codes may be found on the excel schedule upload template file. Or a link to the TCN on the IRS website is on the Department of Revenue's website: www.state.ia.us/tax

Field	Tips on Data Entry
Origin State	Use the 2-digit code. These may be found on the department's website or in the excel schedule upload template file. Departments Website: www.state.ia.us/tax
Seller Name	Maximum length of 35 characters
Seller FEIN	FEIN, SSN or Canadian Business Number.
Purchaser Name	Maximum length of 35 characters.
Purchaser FEIN	If you do not know the purchaser FEIN, SSN or Canadian Business Number, you may use nine 9's.
Dest Terminal IRS Code/License Number	This field in not "Required" when submitting the file, but is needed for tracking purpose when shipping fuel into a IRS terminal. The IRS Terminal code is required if destination from an IRS Terminal. Any fuel destination from an Ethanol or Soy Plant (non IRS Terminal); enter the Seller's license number (maximum length of 35 characters). Terminal codes may be found on the excel schedule upload template file. For the complete list of Terminal Codes the TCN's are listed on the IRS website and a link is on the Department of Revenue's website www.state.ia.us/tax
Dest State	2 digit state abbreviation.
Transaction Date (CCYYMMDD)	Example: 20060828 (August 28, 2006)
Bill of Lading / Invoice Number	You must enter the bill of lading or invoice number. On the summary schedule code 15C use 9999.
Gross Gallons	Enter in whole gallons. Round all amounts. Decimal points are not valid. Round down all amounts less than .50 and round up all amounts of .50 through .99.

Note: Optional fields are not required at this time; however the department may require these at a later date. If possible, we would appreciate it if all optional fields are completed.

How do I file amended schedules? You file the corrections on your current month's schedule to be uploaded. Any credits or debits will adjust the current month you are filingHowever, to correct periods in which the fuel tax rate differs from the current rate, you must amend that prior period's schedules.

Additional Questions?

1. Help screens are on the eFile & Pay system.
2. Schedule Upload Presentation.pdf is on the departments website under eFile & Pay
3. Call or E-mail a contact listed below.

Iowa eFile & Pay:	Fuel Tax:	Iowa Tax Law:
idrefile@iowa.gov	Julie.Stokke@Iowa.gov	idr@iowa.gov
515/281-8453	515/281-6447	515/281-3114
Or	Or	Or
1-866-50-efile	Scott.Fitzgerald@iowa.gov	1-800-367-3383
(1-866-503-3453)	515/242-6033	